



# Job Opportunity

## State Controller's Office

**Position:** Personnel Specialist

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Sacramento, CA 95814

**Issue Date:** June 1, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Linda Danko, 916-322-8111

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1303-018

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the supervision of a Personnel Services Supervisor the incumbent is responsible for auditing and processing Personnel Action Requests (PAR) for Civil Service and exempt departments. All PAR documentation must be processed in compliance with established State and Federal laws, rules, policies and procedures.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Specific duties include, but may not be limited to the following:

- Act as a Civil Service Audits Liaison representative effectively communicating with state departments to resolve transaction-processing errors.
- Process the most difficult and complex decentrally keyed PAR transactions, in compliance with State laws, rules, regulations, policies and collective bargaining provisions governing Employment History (EH) transaction processing. Notify departments of audit errors through effective forms of communication.
- Process in house generated EH update sheets, code EH transactions and review EH records for accuracy, initiating corrective action when needed to maintain EH system integrity. Maintain weekly and monthly statistical reports.
- Identify and document EH transaction processing errors and inconsistencies.
- Assist in maintaining the accuracy of internal reference manuals by identifying and documenting errors and inconsistencies to the supervisor for corrective action.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

300 Capitol Mall

Sacramento, CA 95814

Attn: Linda Danko